

Booth Western Art Museum Public School Access Fund for Transportation

The Booth Public School Access Fund for Transportation is generously supported by many individual donors, and is available to public schools to help offset the transportation expenses involved in taking an educational field trip to the Booth Museum.

The Booth Public School Access Fund for Transportation includes:

- Reimbursement for **public school bus transportation** costs (up to 70% reimbursement). *Charter buses do not qualify but may seek special approval from the Director of Education for an amount equal to what would be given to use a public school bus.*
 - **Request must be submitted and approved in advance of your field trip.**
 - **Invoices and program evaluations must be received within 30 days following the field trip.**
- Family discount coupon for each student

The transportation fund does not include student admission to the museum.

1. Book a field trip

Please visit <https://boothmuseum.org/schools/> for field trip admission costs and program descriptions.

Submit a **Field Trip Reservation Request Form** online (preferred method):

<http://boothmuseum.org/fieldtripreservation/> OR

email scheduling@boothmuseum.org to schedule your field trip.

2. Apply for transportation funds

- Locate the online application at <https://boothmuseum.org/transportationfund/> or request that an application be e-mailed to you when booking your field trip (available as a PDF).
- **Check with your administrator or transportation department and get an estimate for your transportation costs.* You will need the driver hourly rate and mileage charges.**
- Fill out the application and include the estimated transportation costs.
- Submit the online application (generates an email directly to Director of Education) or e-mail it to pattyd@boothmuseum.org.
- Funds will be allocated on a first-come, first-served basis. **Funds will be reimbursed up to 70%.**
- **You will receive an e-mail confirmation within 2 weeks if your application is approved.**

3. Request for reimbursement- **REQUIRED TO RECEIVE YOUR FUNDS!**

Email or mail **program evaluation forms and an invoice** from your bookkeeper with the invoice from **your transportation department** citing transportation costs within 30 days after visiting the museum to pattyd@boothmuseum.org .

Mailing address:

Booth Museum

Attn: Patty Dees

501 Museum Dr., P O Box 3070

Cartersville, GA 30120.

Funds will be mailed or deposited via ACH within 2 weeks. ****Please note: This is the cost that will be approved! We are unable to reimburse for any cost over the approved amount. If the invoice reflects a lesser amount than what was approved, we will only reimburse that amount.***